"Secretary" is required or authorized to do by these rules may be done by the Remembrancer of Legal Affairs or by a Secretary, Under Secretary or Assistant Secretary to the Government of Bombay.[a]

The word "Bill" means a proposed enactment at any stage before it has received the assent of the Governor.

In the computation of "clear days" Sundays and holidays are not excluded.

II.—Meetings.

2. The Council will meet on such days and at such hours as the President shall direct. The date and hour so fixed shall be notified by the Secretary in the *Bombay Government Gazette* and to each Member by letter.

3. The President may adjourn to any future day or to any part of the same day without any discussion or vote, any meeting or business, whether the quorum required by Section 34 of the Indian Councils Act, 1861, be present or not.

4. A motion that any business before the Council be adjourned, or that the Council pass to the consideration of the business next in order in the list of business or that the business under consideration be referred to a Select Committee (in accordance with the Rules hereinafter in that behalf contained), may be moved by any Member at any time as a distinct question; and such motion shall take precedence of any other motion then before the Council; but the President alone shall have power to propose the adjournment of the meeting.

5. If a motion of the kind referred to in rule 4 be rejected, no similar motion shall be again made at the same meeting of Council except by the President.

6. Any business of the day not disposed of at the time of any adjournment of the Council shall stand for disposal on the next day on which the Council shall meet, and unless otherwise specially ordered, shall take priority of all other business on that day.

7. If at any time appointed for the holding of any meeting of the Council, or if at any time after the commencement of business, the quorum required by Section 34 of "The Indian Councils Act, 1861," be not present, the President shall adjourn the meeting. But in the absence of a President the Secretary shall make an entry in the journal of the Council of the names of the Members present, and the meeting shall be thereby adjourned.

III.—Maintenance of Order.

8. The President shall preserve order, and all points of order shall be decided by him, no discussion thereupon being allowed.

9. Any Member may notice a violation of order by drawing the attention of the President to it. When a Member is thus addressing the President, any other Member who may be then speaking shall resume his seat and cease speaking until the point of order is settled.

10. In discussing questions coming before the Council for consideration a Member shall speak from his place, shall rise when he speaks and shall address the President. The President also shall rise when he addresses the Council.

11. Any Member may, with the permission of the President, speak at the request and on behalf of another Member who is unable to express himself in the English language.

12. On all matters brought before the Council, after the Member who makes a motion has spoken, each Member may speak to the motion. After all the Members have had an opportunity of speaking, the Member making the motion may speak by way of reply.

13. No Member shall speak except upon business which is at the time regularly before the Council or, by special permission of the President, in explanation of anything said by him previously in debate.

14. When, for the purpose of explanation during discussion, or for any other sufficient reason, any Member shall have occasion to ask a question of another Member on any measure then under the consideration of the Council, he shall ask the question through the President.

15. A purely verbal amendment of a motion may, with the permission of the President, be moved at any time during the discussion upon the motion and without previous notice, but no amendment which is substantially the negative of a motion shall be taken into consideration by the Council.

16. Any Member may ask for any papers or returns connected with the business before the Council. The President shall determine whether the papers or returns asked for shall be given.

IV.—Course of Business.

17. (1) The Secretary shall at least fifteen clear days before each meeting despatch to each Member a preliminary list of the business to be brought forward under each clause of Rule 19 at such meeting, including all reports of Select Committees to be taken into consideration thereat: and such list shall specify in respect of each Bill therein referred to, the title and stage of such Bill.

(2) The Secretary shall also after despatching such Preliminary list, despatch to each Member as soon as it can be prepared, a complete agenda paper specifying in full detail the business of all kinds to be brought forward at such meeting.

18. The President shall have power to regulate or alter the order in which business is to be transacted, but, ordinarily, the business of the Council shall be conducted in the order described in Rule 19.

19. After the President has taken his chair—

(1) Questions asked under Section 2 of the Indian Councils Act, 1892, shall then be put and answered;

(2) At meetings where the annual Financial Statement is presented discussion thereon shall take place;

(3) The Secretary shall present any Petitions, Bills, and any other communications which may have been received;